

USEPA/OECA/OC
State and Tribal Assistance Grant (STAG): 2000-2001
Michigan: Business Needs Assessment and Measurement of Work Product Effectiveness
Quarter 4, FY2001 and Quarter 1, FY2002
Uploaded to Internet 1/27/03

**Quarterly Reporting Form for EPA's 2000 and 2001
Enforcement and Compliance Assurance Grants**

Reporting Period: Year: 2001 and 2002

☒ Oct-Dec (due last working day Jan) **2001**

☐ Jan-Mar (due last working day Apr)

☐ Apr-Jun (due last working day Jul)

☒ Jul-Sep (due last working day Oct) **2001**

I. Information

State of Michigan
Department of Environmental Quality
Environmental Assistance Division

Grant Project Title: *Business Needs Assessment and Measurement of Work Product Effectiveness*

Grant Contact: Donna Davis
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Funds Received by State: \$40,000
Grant Approved by EPA on: June 26, 2001
EPA Regional Project Officer: Linda Mangrum, OECA, Region V
Author of quarterly report: Donna Davis

II. Status of Project Milestones

Each milestone for the entire project should be entered into this table at the beginning of the grant period and should appear in every quarterly report (unless it is dropped from the project).

With each quarterly report fill in dates or add milestones as appropriate. If dates or milestones are adjusted in subsequent reports, please indicate this in the comment field or in text below the table.

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(Expand table as appropriate.)

| Project Milestones | Date Action Initiated | Anticipated Completion Date | Completion Date |
|---|------------------------------|------------------------------------|------------------------|
| Securing state permission to hire outside contractor | September 2001 | October 2001 | November 2001 |
| Development of state RFP to hire outside contractor | September 2001 | November 2001 | November 2001 |
| Draft Request for Proposal (RFP) under administrative and management review by state department officials | December 2001 | December 2001 | January 2002 |
| Request made for a “no-cost” date extension of grant to EPA | December 2001 | January 2002 | January 2002 |

III. Status of Project Completion.

Anticipated project completion date: In December 2001, Michigan requested and received permission from EPA for a “no cost” extension to the original grant period. The original grant period was to run from June 1, 2001 through July 31, 2002. The grant period will now run from June 1, 2001 through September 30, 2003. It is anticipated that the actual grant activities will begin sometime during the month of March 2002.

If this anticipated date is later than the date reported on the last report, please explain.

The grant period was revised to reflect unanticipated administrative delays at the state level in the development and processing of the state Request for Proposal (RFP). This RFP will be used to hire the contractor who will conduct the survey and/or focus group activity as stated under the grant agreement.

IV. Results:

*Describe results and attach additional information if necessary. Examples of results for **outcome measurement** might include progress on major milestones such as data on improvements from enforcement or compliance assurance activities, establishment of a baseline for compliance rate, development of a data system, completed methodology, survey design complete, or survey results obtained. Examples of results from **data quality** might include actual improvements in data quality or completeness, use of the data for program management. Examples of results from **public access** might include successfully making information available or statistics on the actual use of the information by the public (e.g., website hits).*

None of Michigan’s survey and/or focus group grant project milestones were begun as of this

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reporting period. Only administrative milestones, in preparation for upcoming grant activities, were completed.

V. Other

Reports should be sent to your EPA Regional Project Officer, and to Bob Tolpa at the email or address below.

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